Open browser and go to the MDDF Webmail Site at http://webmail.mddf.us/
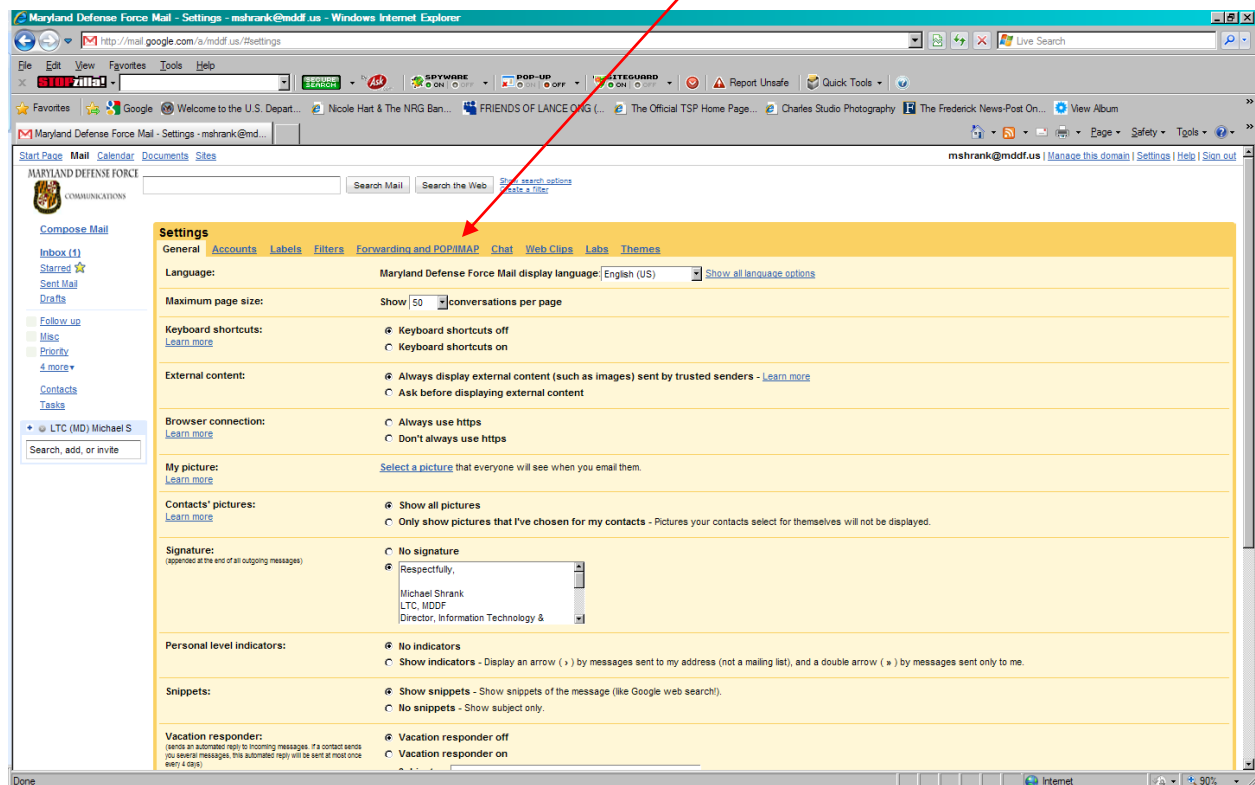
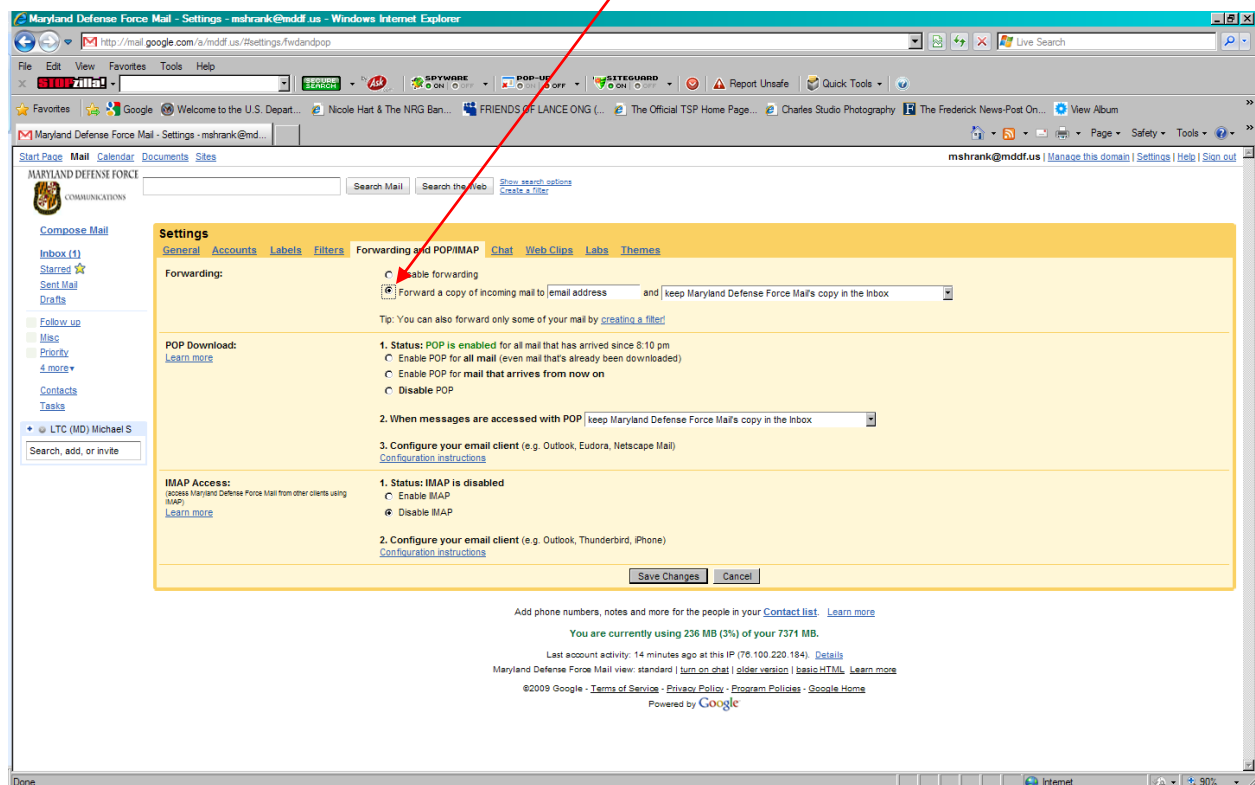Put in your user name and password then click on the Sign In
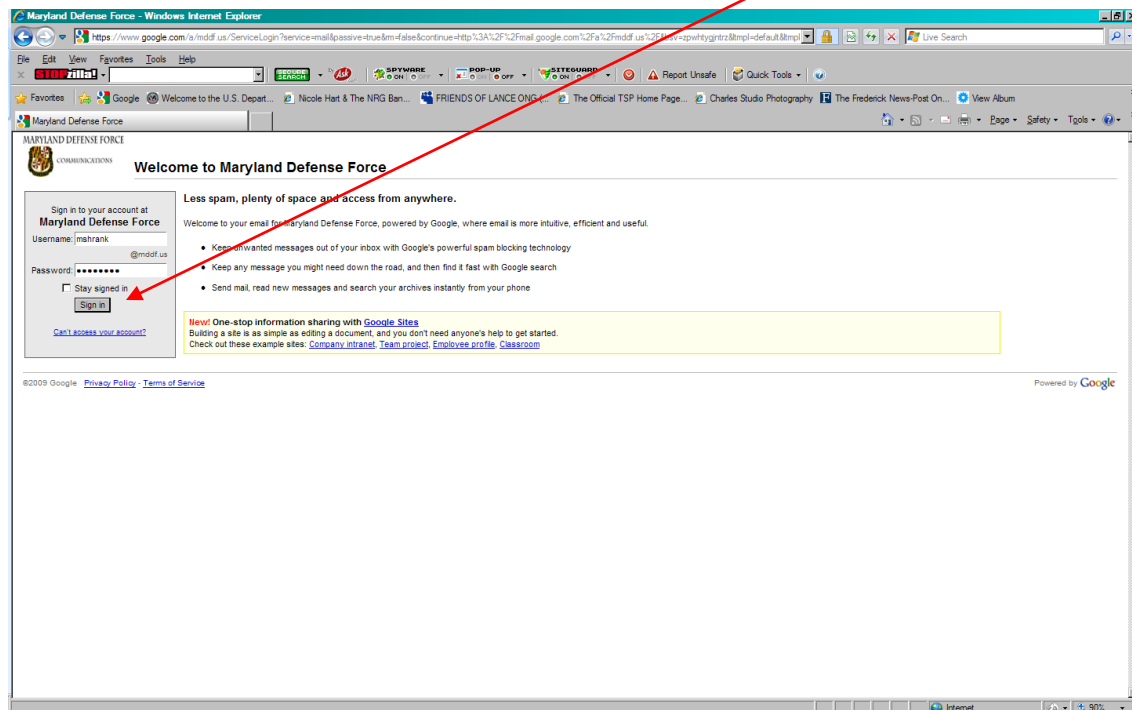
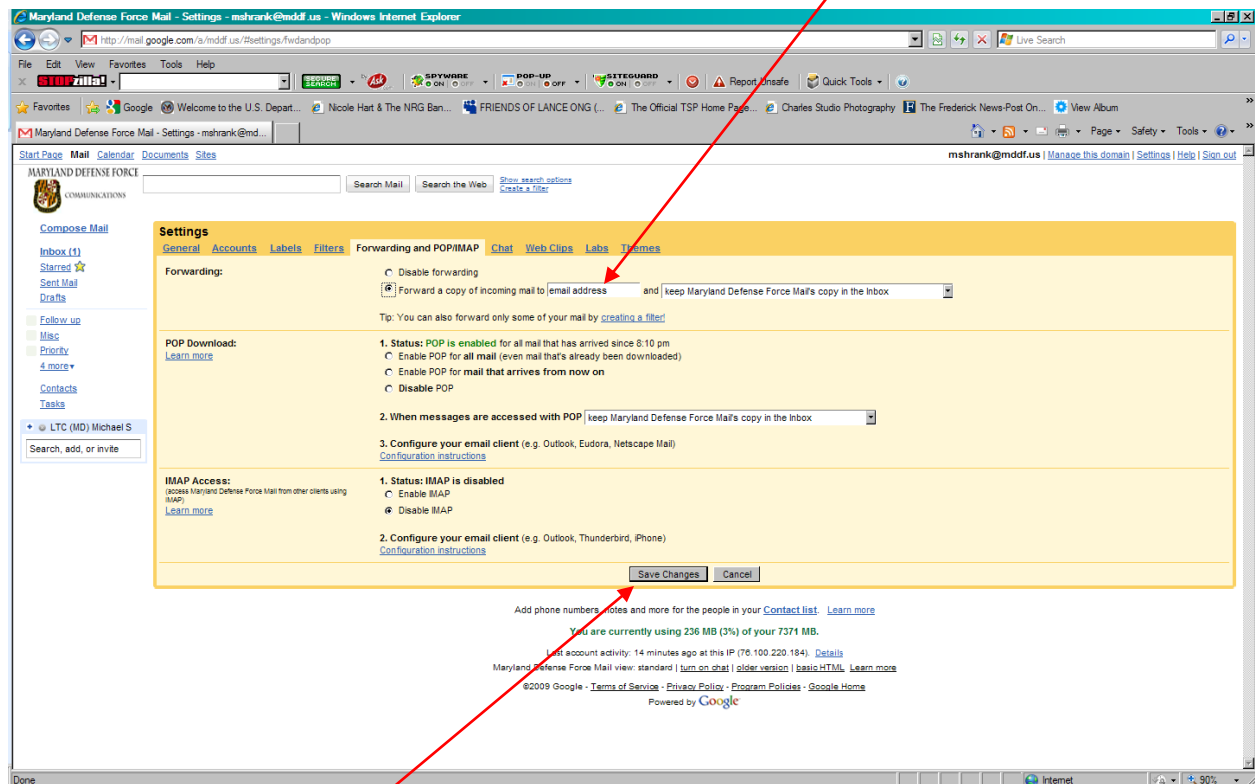Select **Settings** from the top menu
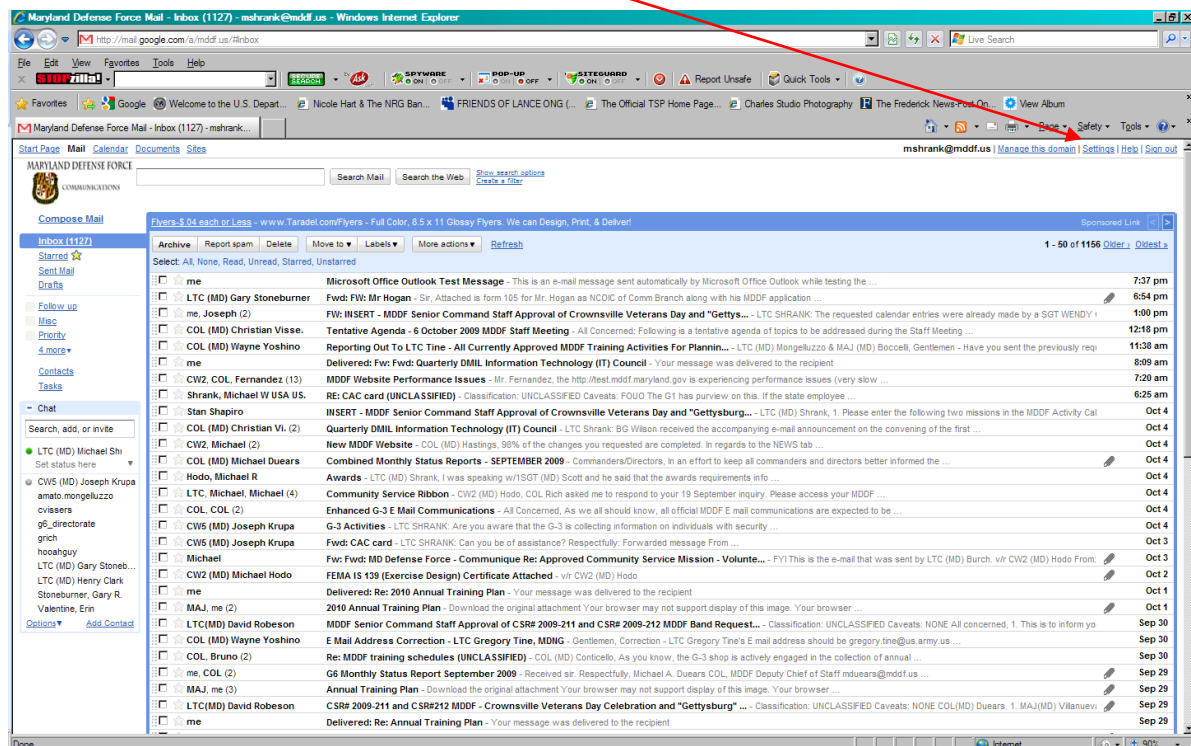
From the settings menu select the <u>Forwarding and POP/IMAP</u> tab
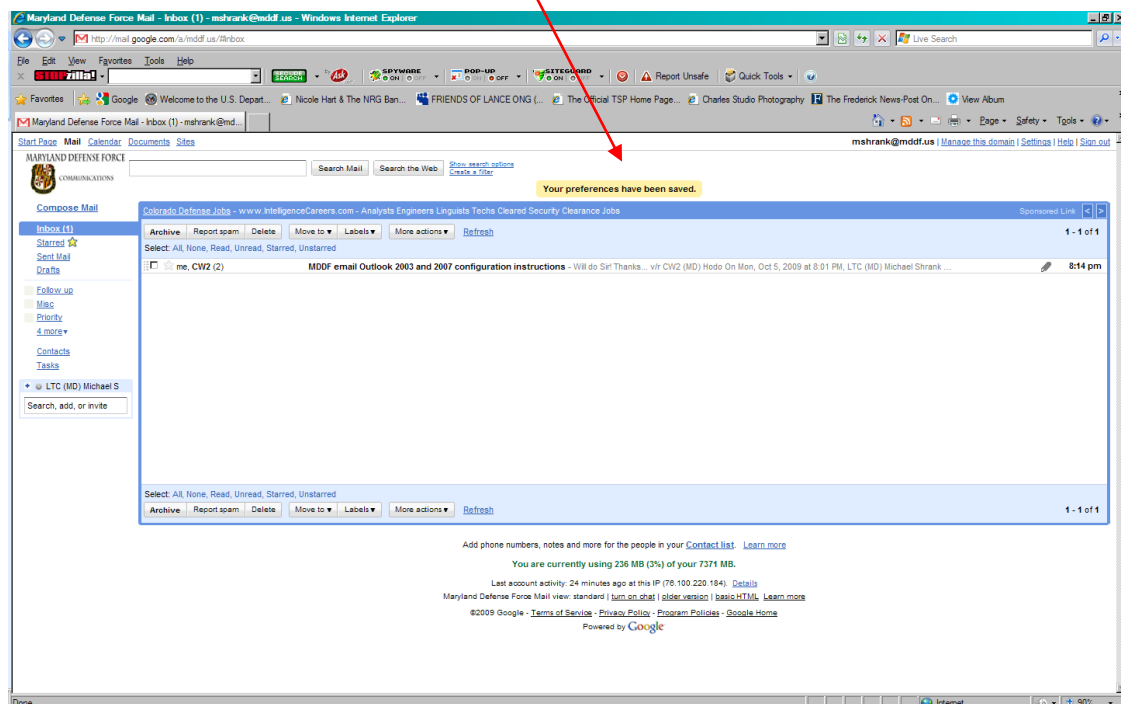

Select "Forward a copy of incoming mail to"

In the box where it says "email address", enter the email address you want the MDDF.US email account to forward the email too, i.e., **joe.soldier@comcast.net**.

Select Save Changes

You will see "**Your preferences have been saved.**"

Your MDDF.US email account should now forward all emails to your selected account.